



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

CORRECTIONAL OFFICER - OPEN STATEWIDE EXAMINATION -

Final Filing Date: Continuous

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: The California Department of Corrections and Rehabilitation (CDCR) offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

THE POSITION

- A **Correctional Officer (CO)** is an entry-level peace officer responsible for protecting the public, staff, and inmates while enforcing State and Federal laws. In a correctional institutional environment, disarms, subdues and applies restraints to inmates; respond to combat/emergencies; supervise the conduct of inmates; stands watch on an armed post or patrols grounds; watches for illegal activity; write various reports; transport inmates; prevent escapes; conducts criminal and administrative investigations; maintains firearms and equipment; and may perform noncustodial duties as a minor part of the custodial assignment.
- Institutions are located throughout the State of California and operate 24 hours a day, 365 days per year.

Visit our department web site at www.joincdcr.com for more information.

MINIMUM REQUIREMENTS

CORRECTIONAL OFFICER

Education: Equivalent to completion of the twelfth grade.

Demonstrated by: (1) possession of a high school diploma issued by a U.S. institution; (2) passing the California High School Proficiency test; (3) passing the General Education Development (GED) test meeting California high school graduation standards; or (4) possession of a college degree (Associate of Arts or higher) from an accredited college or university.

IMPORTANT: Accreditation shall be from an accrediting association recognized by the Secretary of the United States Department of Education. **NOTE:** Any accreditation or approval shall be from a state or local government educational agency using local or state government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association holding full membership in the National Council for Private School Accreditation (NCPSA), an organization holding full membership in the Commission on International and Trans-Regional Accreditation (CITA), an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).

Citizenship Requirements: Existing law provides that in order to be appointed to a peace officer position, a person must either be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship at the time of application. Denial of an application for citizenship shall result in disqualification from or termination of employment.

Drug Testing Requirements: Applicants for positions in this class are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "Sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Additional Requirements:

- At least 20 years of age at time of application and 21 years of age at the time of appointment.
- History of law-abiding behavior.
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the CDCR.

FELONY DISQUALIFICATION: *Per Government Code Section 1029, any person convicted of a felony is disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) Has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expunge able pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.*

SPECIAL PERSONAL CHARACTERISTICS

- Emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise. **Assignments for this class include duty in towers, housing units, reception centers, kitchens, outside crew supervision, search and escort, control booths, yard, gun posts, and transportation.** Must be physically and mentally able to perform the essential functions of the position.

SALARIES

Salary During Basic Academy:	\$3,050 per month
Correctional Officer (After Academy):	\$3,774 - \$6,389 per month

Salary rates paid beyond \$3,774 are dependent upon time-in-grade, completion of the apprenticeship program and job performance. Detailed salary information will be provided after application or can be obtained at www.cdcr.ca.gov.

An additional \$175 per month will be paid to persons accepting positions at the Correctional Training Facility, Salinas Valley State Prison, and California State Prison, San Quentin. An additional \$2,400 will be paid to persons accepting positions at Avenal, Calipatria, Centinela, Chuckawalla Valley, and Ironwood State Prisons 30 days after the completion of every 12 consecutive qualifying pay periods, depending on the availability of funds.

HOW TO APPLY

To apply you must submit your application via the Internet at: www.joincdcr.com. Click on the "Apply Now" button. If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage.

Applications submitted by mail will NOT be accepted. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. Applications will be accepted continuously beginning August 19, 2013. Applicants will be notified and tested as needs warrant.

PLEASE NOTE: YOU CAN ONLY HAVE ONE ACTIVE APPLICATION IN PROCESS AT A TIME. SHOULD YOU SUBMIT ANOTHER APPLICATION, IT WILL NOT BE PROCESSED AND YOU WILL BE NOTIFIED.

THE SELECTION PROCESS

Candidates must be successful in each of the selection components listed to be eligible for a CO appointment. Valid photo identification is required for admittance into each component. Failure to complete any of the required forms or failure to appear or be late for the scheduled components may result in elimination from the selection process. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent certification list.

This examination will consist of two components; a Written Test weighted 50.00% and a Qualifications Assessment weighted 50.00%. In order to receive an overall final passing score, candidates must pass the Written Test section and the Qualifications Assessment with a combined passing score of 70.00% or more.

- WRITTEN TEST (WEIGHTED 50%)**
A Written Test consisting of multiple choice, true or false questions designed to measure, cognitive ability, situational judgment, reading comprehension, job knowledge, and problem solving/decision making skills.
- QUALIFICATIONS ASSESSMENT (50%)**
A Qualifications Assessment is a structured form with pre-determined scoring/rating criteria. It assesses a candidate's experience, knowledge, and skills.

SCOPE: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
- Purposes and methods of discipline as applied to persons in custody
 - Duties of a Correctional Officer
 - Correct grammar and spelling
 - Proper use and care of firearms
 - Basic arithmetic

THE SELECTION PROCESS (CONTINUED)**B. Ability to:**

1. Control, direct, and instruct inmates or parolees individually and in groups
2. Remember names and faces
3. Interpret and enforce institutional rules and regulations with firmness, tact, and impartiality
4. Read and interpret written material accurately and rapidly
5. Communicate effectively
6. Prepare accurate and objective written reports using good grammar, composition and correct spelling
7. Promote socially acceptable attitudes and behavior of inmates or parolees
8. Rate the conduct and productivity of inmates or parolees accurately and impartially
9. Think and act quickly in emergencies
10. Reason logically and communicate effectively
11. Make simple arithmetic computations
12. Correctly follow oral/written directions
13. Accept the requirements of the Department and institution
14. Accurately distinguish inmates and correctional staff from a tower or elevated position
15. Accept role as authority figure
16. Make appropriate use of disciplinary options
17. Deal tactfully and professionally with the public, inmates, and staff
18. Willingness to follow chain of command
19. Climb ladders and stairwells on a routine and emergency basis
20. See in dim/bright light situations
21. Operate departmental vehicles and equipment, including firearms and mobile radio
22. Physically perform a variety of tasks including carrying accident victims and subduing combative inmates
23. Analyze situations accurately and adopt an effective course of action
24. And make satisfactory progress in the prescribed academic and practical work in an approved apprenticeship program for the Correctional Officer

- **PHYSICAL FITNESS TEST (PASS/FAIL)**

The physical fitness test evaluates a candidate's strength, endurance, and agility to satisfactory performs the essential duties and functions of a CO.

- **BACKGROUND INVESTIGATION (PASS/FAIL)**

As a minimum requirement, a thorough background investigation must be conducted prior to a candidate's appointment or training as a Correctional Peace Officer. Relevant information concerning a candidate's integrity, past behavior, unlawful activities, job performance and other topics are explored during the investigation. Information obtained during the background investigation is relevant because a candidate's conduct reflects his/her character, credibility and moral values. Background investigations take approximately 90 days to complete, however, a complex background investigation, or a background investigation with serious issues, may exceed this 90-day timeframe.

- **VISION SCREENING (PASS/FAIL)**

This test checks a candidate's vision. If the candidate does not have 20/20 vision in each eye, a written certification is required from an optometrist or ophthalmologist indicating that vision is correctable to 20/20 in each eye.

Note: 1) If your vision is NOT 20/20 or better in each eye, or 2) if you use any type of corrective lenses, you need to print out the Peace Officer Vision Verification Form (OPOS 07C) and have it filled out by your eye doctor. The form can be located at www.joincdcr.com and you must bring the completed form with you on your scheduled vision test date. If you need to have the form completed and you DO NOT bring it with you, you will NOT be tested.

- **PEACE OFFICER PSYCHOLOGICAL EVALUATION (POPE) (PASS/FAIL)**

This evaluation consists of a series of questions candidates respond to based upon their personal preferences. The information will be used in the Oral POPE.

- **PRE-EMPLOYMENT MEDICAL EXAMINATION (PEM) (PASS/FAIL)**

This is a complete physical exam conducted by medical doctors under contract with the CDCR to evaluate a candidate's overall physical health. All candidates going through PEM will undergo a "visual genitourinary system examination as well as a rectal examination."

PLEASE NOTE THAT IF YOU DO NOT APPEAR OR ARE DISQUALIFIED FROM ANY OF THE SELECTION COMPONENTS YOU MAY NOT REAPPLY FOR 12 MONTHS FROM THE DATE YOU DID NOT APPEAR OR WERE DISQUALIFIED. IF YOU FAIL THE PHYSICAL FITNESS TEST, YOU WILL HAVE ONE MORE OPPORTUNITY TO PASS THE PHYSICAL FITNESS TEST WITHIN 3 TO 6 MONTHS BEFORE YOU ARE DISQUALIFIED.

PLACEMENT ON THE ELIGIBILITY LIST

Candidates who pass the Written Test and the Qualifications Assessment are placed on the employment list. Candidates who are selected for appointment are given a conditional offer of employment, contingent upon successful completion of the remaining selection components. Candidates are encouraged to visit CDCR's web site at www.joincdcr.com for more detailed information regarding these selection components.

ASSIGNMENT PROCESS

- Applicants who receive conditional job offers and who have successfully completed all selection components will be assigned to institutions based on departmental needs. Therefore, candidates may be given an option of selecting the prison to which they prefer assignment.
- **NOTE:** If you are contacted for an assignment and you are unwilling to accept the assignment, you will be charged a waiver. After three such waivers, your name will be permanently removed from the employment list.

BASIC CORRECTIONAL OFFICER ACADEMY (BCOA)

- Candidates receiving and accepting assignments as COs must complete a 16-week, comprehensive training program at the BCOA located in Galt, a suburb of Sacramento.
- Candidates are encouraged to refresh/develop their analytical, writing and memory retention skills; maintain their physical fitness; and take a weapons course, prior to reporting to the BCOA.
- Upon successful completion of the BCOA COs report directly to their assigned institution/facility.
- Failure to pass the BCOA will result in rejection from the CO classification.

VETERANS PREFERENCE CREDITS will be granted on the OPEN employment list established from this examination. Veterans' preference credits are added to the candidate's final score as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans.

Veteran status must be verified by the California Department of Human Resources (CalHR). To obtain veterans' preference, submit an Application for Veterans' Preference for California State Civil Service Examinations, form CalHR 1093 (09/12), directly to the CalHR. The CalHR 1093 (09/12) forms are available from the CalHR (the form may be accessed on-line at <http://jobs.ca.gov/PDF/SPB1093.pdf> and the Department of Veterans' Affairs. Additionally, candidates may access the CalHR 1093 (09/12), form at www.joincdcr.com. Once veterans' preference eligibility is verified, individuals will receive a letter from the CalHR. The department will obtain veteran preference verification from the CalHR. If candidates did not apply for veterans points prior to submitting his/her application, he/she is required to mail the letter from the CalHR to the Selection Center where he/she took the written test. Candidates must submit this letter within six months of their written test date to obtain veterans' preference credits. Employees who have gained permanent State civil service status are not eligible to receive veterans' preference credits. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive veterans' preference credits.

TESTING PERIOD: The testing period for these examinations is **12 months** from the date you are disqualified from any selection component. Once you have been disqualified, you may not reapply for 12 months. You may file for these examinations 12 months from the date you have been disqualified.

ELIGIBLE LIST INFORMATION: Names of successful competitors are placed on the employment list in order of the final score in the Written Test and Qualifications Assessment examination processes. List eligibility expires **24 months** after it is established.

THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned are changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

TDY is a telecommunications device used by the hearing impaired and may be reached by calling TDY at (800) 735-2929 or voice phone at (800) 735-2922.

DRUG FREE WORKPLACE: It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.